



Hendry County Sheriff's Office

General Order 15.1

TITLE: Occupational Safety	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: February 11, 2019	REVISION DATE: May 23, 2019
RELATED REFERENCES: <i>Occupational Safety and Health Administration 1910.106, 1910.1200, 1910.95</i>	
CFA:	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 23, 2022

I. PURPOSE: The purpose of this order is to establish a policy/procedure concerning occupational safety and the purpose of a Safety Committee.

II. SCOPE: This order shall apply to all sheriffs' office members.

III. POLICY: All employees will follow the safety procedures, use safety equipment, and adopt the philosophy that the only acceptable way to perform a task is the safe way. It is the responsibility of all employees to familiarize themselves with safety procedures as well as all other written guidance provided on workplace safety.

IV. PROCEDURE:

A. Responsibility

1. The Sheriff or his designee will:
 - a. Have responsibility to provide employees with a safe work place environment.
 - b. Remain informed concerning the status of agency safety efforts by direct observation, through reports and recommendations from the Safety Committee, through an interactive exchange with division heads and supervisors, regarding various safety issues through communication with outside agencies;
 - c. Oversee actions taken by unit heads and supervisors regarding the maintenance of buildings, grounds, public ways and agency vehicles for safety purposes.
 - d. Work in conjunction with the Safety Committee and division heads to ensure the validity and time delivery of employee safety training, and;

- e. Oversee the enforcement of safety policy requirements by requiring unit heads and supervisors to impose disciplinary action upon any agency employee who regularly and/or willfully violates any safety policy guideline.

2. Safety Committees

- a. Are comprised of employee and supervisory representatives and permits direct employee input on a variety of topics ranging from specific safety concerns and recommendations for improving overall employee safety to a workplace self-inspection program. The Association will name one bargaining unit member to serve on such committee.
- b. Meet at least quarterly but may meet as frequently as deemed necessary to carry out its responsibilities and duties. Time spent in attendance and travel to such committee meetings shall be considered as time worked when the committee meetings are held during the bargaining unit member's regular working hours. However, the employee's attendance shall not unduly hamper the operations of the employee's work unit.
- c. Review injury reports to establish if the injury could have been prevented and to make recommendations for corrective measures in order to prevent a recurrence of the circumstances that caused an injury or accident.
- d. Review employee safety training efforts and recommends changes or additions to training programs to promote adequate safety training for all employees.
- e. Work in conjunction with the administration to promote all aspects of employee safety for all agency units.

3. Safety Coordinator

- a. Acts as a liaison between the administration and safety committee.
- b. Assists division heads and supervisors in obtaining necessary resources for safety compliance, safety training purposes, self-inspection programs, job safety orientation training, job hazard analysis, etc.
- c. Serves as a point of contact for various public and private organizations concerned with workplace safety evaluation(s).

4. Commanders/Directors/Managers will:

- a. Have the direct responsibility for safety within their respective division.
- b. Emphasize the importance of compliance with the safety policy to all supervisors, and must stress accountability for non-compliance.
- c. Periodically inspect the building(s), grounds and vehicles under his/her supervision for the purpose of discovering and correcting unsafe conditions and/or unsafe work practices.
- d. Ensure that all employees within his/her division receive any initially required safety training, as well as regular refresher training and other specific safety training as may be occasionally required.
- e. Investigate, or cause to be investigated, all workplace accidents or injuries. The necessary reports will be completed and filed as required.

- f. Take disciplinary action as necessary against any employee who willfully or repeatedly violates any provision of the safety policy.

5. Employees will:

- a. Be responsible to cooperate with the agency administration, safety committee, division heads and supervisors by following the safety guidelines set forth by this policy and by any individual divisional policies regarding workplace safety.
- b. Report any injuries or accidents to their supervisor or division head as soon as possible.
- c. Report unsafe conditions and/or work practices to their supervisor or division head.
- d. Participate in all safety related training and will utilize the knowledge gained from such training in their daily work routine.

B. Injuries And Accidents

- 1. Injury Reporting - refer to *GO 15.3: Workers' Compensation*
- 2. Accident Reporting - refer to *GO 7.5: Loss Control Review Board*
- 3. Injury/Accident Investigation
 - a. All reported injuries and/or accidents must be investigated by a supervisor as soon as possible. It is important that supervisors make a thorough report concerning all details involved in any injury or accident. The information gained from investigation reports can be utilized to identify and correct unsafe conditions and/or work practices.
 - b. All completed injury and accident investigation reports are reviewed by the Safety or Vehicle Accident Committee. The Safety or Vehicle Accident Committee decides if the accident or injury was preventable, and whether or not the supervisor or division head has taken the appropriate action(s) to prevent a similar accident or injury from occurring. The committee will recommend additional action it deems necessary.

C. Safety Inspections

- 1. Vehicle Inspections - refer to *GO 21.4: Specifically Assigned Vehicle*
- 2. Equipment Inspections - refer to *GO 20.1: Line Inspections*
- 3. Units using fixed or portable power equipment (i.e., portable generators, power tools, air compressors, etc.) shall establish an inspection program for such equipment. The inspection program and frequency of inspections will be based upon manufacturer's recommendations, recognized good work practices, and applicable accreditation standards.
- 4. Workplace Inspections
 - a. Supervisors will constantly monitor workplace safety conditions.
 - b. Supervisors will ensure that work areas are maintained free of clutter, improper storage and other trip/fall hazards.

- c. Flammable and combustible liquids are to be stored in safety containers, in flammable liquid cabinets or as otherwise approved by the fire department.
- d. Supervisors will monitor employee use of all provided safety equipment to ensure that employees are wearing or using safety equipment as directed.
- e. These informal safety inspections should be part of each supervisor's daily routine.
- f. An employee from each division will be designated to conduct a formal monthly safety inspection of all work areas within his individual division.
- g. Each inspection will be documented on a standard safety inspection memo.
- h. Upon completion, the safety inspection form will be forwarded to the supervisor for review and corrective action.
- i. Safety inspection forms from all divisions will be forwarded to the Safety Committee for review.
- j. The Safety Committee will ensure that corrective actions have been taken and make additional recommendations as necessary.

D. Safety Training

1. Job Orientation

- a. Each division must provide new employees and transfer employees with comprehensive job orientation training that addresses job safety hazards and provides adequate safety training to work safely around such hazards.
- b. Supervisors will explain and/or demonstrate how a job is to be done, step-by-step.
- c. The supervisor will then have the employee demonstrate his or her ability to correctly and safely perform the job while the supervisor evaluates the employee.
- d. The supervisor will make corrections as needed to ensure the employee's competency.
- e. Documentation of employee training will be completed as necessary and kept on file.

2. Unit Specific Safety Training

- a. Individual units may develop or require specific safety training outside of that covered or required by this Procedure. Such training will usually be specific to that individual unit and not affect other agency units.
- b. Employees will comply with the requirements of their divisional safety training as if it were part of this procedure.
- c. Supervisors will document unit specific safety training as necessary for record keeping.

3. Additional Training

- a. Supervisors and division heads will ensure that all employees receive adequate training

whenever new processes or equipment are introduced into the workplace.

- b. Additional or more comprehensive training may be required whenever an employee is promoted to a different job classification or a job description is revised to include additional responsibilities or hazards.
- c. Safety training must be included in any ongoing job instruction.
- d. Supervisors must monitor employees for compliance after they have received such training or re-training.

4. Hazard Communication

- a. An employee whose job requires that he or she work with regulated materials or work where such materials are handled or stored is subject to the requirements of the Occupational Safety and Health Administration Hazard Communication Standard. Most agency employees will fall under the requirements of the standard to some degree.
- b. An employee must receive the initial training after beginning work and must receive refresher training on an annual basis thereafter. All such training must be documented by a supervisor and kept on file at the division level.
- c. Blood borne Pathogens refer to *GO 16.1: EXPOSURE CONTROL PLAN*

E. Personal Protective Equipment

- 1. General - The type and use of personal protective equipment will vary from unit to unit. Each division will adopt guidelines concerning employee use of PPE.
- 2. Eye Protection
 - a. Protective eyewear includes safety glasses, goggles and face shields.
 - b. Eye protection is available in the HAZMAT kits located in each agency owned vehicle as well as areas frequented by the public.
 - c. Some tasks will require that the employee wears safety glasses or goggles in conjunction with a full-face safety shield.
 - d. Eye protection is provided for all employees who are performing a task or working in an area where the possibility of an eye injury exists.
 - e. An eye injury resulting in blindness cannot be cured. There is no second chance. The employee must wear the provided eye protection or it does no good.
 - f. Supervisors will instruct employees about when eye and face protection is necessary.
 - g. Employees will also receive instructions concerning selecting the proper protective eye wear, wearing it properly, limits of protection and proper care and maintenance of protective eyewear.
 - h. Supervisors will ensure that employees have selected the proper type of eye protection for the task being performed.

3. Hearing Protection

- a. Occupational Safety and Health Administration (OSHA) requires hearing protection for employees exposed to a noise level in excess of 85 decibels (db) averaged over an eight-hour period. Higher noise levels over a shorter time period would require hearing protection as well.
- b. Supervisors will evaluate work areas and equipment use to determine noise exposure levels and the need for employee hearing protection.
- c. Employees can best be protected from exposure to a noise hazard by the elimination of the source of noise. This is often not feasible and hearing protection that is worn by the employee must be provided.
- d. The type of hearing protection provided is usually either in the form of earplugs or earmuffs.
- e. Assistance will be provided to employees in choosing the proper type of hearing protection.
- f. Supervisors will instruct employees concerning the use and limitations of the hearing protection provided.
- g. Employees will utilize hearing protection at all times when exposed to noise levels in excess of permissible OSHA guidelines.

4. Respiratory Protection

- a. Employees who are exposed to respiratory hazards will be provided with proper respiratory protection equipment. Such protective equipment may consist of filtration masks, hazard specific canister masks, supplied air masks or self-contained breathing apparatus (SCBA).
- b. Employees wearing respiratory protection other than simple filter masks must be fit tested on an annual basis.
- c. Employees who wear self-contained breathing apparatus must undergo and pass an annual medical examination including a pulmonary function test.
- d. Supervisors will instruct employees in the selection, use and maintenance of respiratory protection equipment.
- e. Supervisors will ensure that employees understand the hazards of the various environments requiring the use of respiratory protection equipment and the limitations of the equipment itself.

F. Common Safety Rules/Guidelines

- 1. General - The following safety rules or guidelines are generic in nature and will apply to virtually any employee working in any unit. Unit specific safety rules and/or guidelines will be developed by division heads as necessary and attached to this policy as an addendum.
- 2. Vehicle Safety - refer to *GO 21.4: Specifically Assigned Vehicles*
- 3. Lifting Safety

- a. Most agency employees will be required to lift or move materials or equipment as part of their assigned work.
- b. Employees will receive instruction in the proper way to lift, move and carry objects or materials.
- c. Material storage will be arranged to permit safe handling. Heavier materials will be stored at or near floor level. Other materials should not be stored above eye level to reduce the need for a ladder or reaching above the employee's head.
- d. An employee should not attempt to lift an object or material that is close to the employee's physical capability. Get help from another employee or use a material-handling device.
- e. Lifting technique is important in preventing an injury:
 - (1) Position your feet close to the object being lifted.
 - (2) Center your body over the object.
 - (3) Bend your knees and grasp the object firmly.
 - (4) Lift straight up smoothly. Let your legs, not your back, do the work.
 - (5) Do not twist or turn your body once you have made the lift.
 - (6) Carry the object close to your body and keep it steady. Any sudden twisting or turning could result in a back injury.

4. Electrical Safety

- a. Employees working with or around electrical equipment must practice safe work habits.
- b. Malfunctioning electrical appliances and/or power tools will be tagged and removed from use until either repairs can be made or the unit can be replaced.
- c. Extension cords are intended for temporary use only. Employees will not use extension cords as a substitute for permanent wiring.
- d. Electrical outlets and circuits must not be overloaded. The use of cube taps or multi-plug adapters or any other modified devices are not permitted.
- e. Grounding plugs will be used as intended. Grounded plugs must not be altered by the removal of the grounding prong. Grounding adapters will not be used in place of grounded receptacles.
- f. Electrical cords that are defective, frayed or otherwise considered unsafe must be replaced. Makeshift repairs with splices and electrical tape will not be considered sufficient enough to allow their continued use.
- g. Request for electrical work should be addressed in writing for submission to the County Facilities Department or contractor.

5. Fire Safety and Prevention

- a. The absolute best defense against any fire is to prevent the fire from starting in the first place.

- b. Employees must be aware of the many potential causes for fire in the workplace and must report any possible problem areas to a supervisor for corrective action.
- c. Good housekeeping is of great importance in any fire prevention effort. Allowing combustible debris and clutter to accumulate will significantly increase the opportunity for a fire to occur and rapidly spread.
- d. Employees must keep their workplace free of debris and other unnecessary combustible storage.
- e. The storage of flammable and combustible liquids will be in a manner approved by the fire marshal in accordance with OSHA standards.
- f. Approved safety cans, flammable liquid cabinets and specially designed storage rooms are generally acceptable for the storage of flammable and combustible liquids.
- g. Supervisors will ensure that the storage and handling of flammable and combustible liquids within their division complies with the fire regulations.
- h. Smoking by employees or the general public is prohibited in many locations by fire and/or health regulations. Employees will not smoke in any areas where “No Smoking” signs are posted (refer to Procedure 300.31: Smoking).
- i. Fire extinguishers will be provided where needed in agency vehicles and buildings.
- j. Employees will become familiar with the locations of fire extinguishers in their areas.
- k. In case of fire:
 - (1) The employee must report the fire to the fire department immediately.
 - (2) After reporting the fire, the employee must ensure that all affected persons are evacuated to a safe area.
 - (3) Doors should be closed where available to isolate the fire area from the remainder of the structure.
- l. If caught in smoke:
 - (1) Stay low. Cleaner, cooler air will be nearer to the floor.
 - (2) In a fire, heat, smoke and noxious gasses will rise toward the ceiling. Crawling will help you stay out of this deadly mixture.

6. First Aid

- a. First aid kits will be available in agency building work areas and vehicles.
- b. These kits will contain basic supplies and are intended for the treatment of minor injuries or for the initial treatment of a serious injury.
- c. Employees will familiarize themselves with the location and content of the first aid kits in their work area.

- d. An employee giving first aid must be aware of the potential for exposure to blood borne diseases. Examination gloves will be included in first aid kits and will be worn by employees while rendering first aid.
 - e. Professional emergency medical assistance will be summoned immediately for any employee or citizen suspected to be seriously injured or ill.
 - f. Employees trained in first aid will assist the injured or ill party until the arrival of emergency medical assistance.
 - g. Work area first aid kits will contain the following supplies:
 - (1) Plastic adhesive type bandages
 - (2) Sterile bandage pads
 - (3) First aid cream
 - (4) Cold compress
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V. GLOSSARY:

FIRST AID KITS – Container kits which contain the following standard items: plastic adhesive type bandages, sterile bandage pads, first aid cream, and cold compress.

FIRST AID TREATMENT – Treatment provided at the workplace for which there are no medical charges.
HAZMAT – Hazardous materials as identified by the state of Florida, Department of Transportation, or the Department of Environmental Protection.

HAZMAT KITS – Sealed containers which contain the following standard items: (1) eye goggles, (1) hand sanitizer, (2) disposable bags (red), (1) CPR mask, (1) respirator, (4) skin wipe towelettes, (1) needle cover, (1) pair shoe covers, (1) head cover, (1) gown, (4) pairs of gloves, and (6) Bio-Hazard labels.

INJURY – Personal injury, illness or death by accident arising out of and in the course of employment.

PERSONAL PROTECTIVE EQUIPMENT (PPE) – Specialized clothing or equipment worn by an employee for protection from a hazard.

SAFETY PROGRAM – A comprehensive program designed to provide a safe work environment, including but not limited to: an active safety committee, safe working practices and procedures, employee training on equipment, job specific safety rules and personal protective equipment.

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